



CANNON BUILDING
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, April 13, 2015 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	August 10, 2015

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
John Starke, Professional Member
Dean Pierson, Professional Member
Margaret Harper, Public Member
Barbara Williams, Public Member
Valerie Lacey, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
Sandra Wagner, Administrative Specialist III

MEMBER ABSENT

Kevin Reinike, Professional Member
Leslie Persans, Secretary

ALSO PRESENT

Jennifer Allen, FSMHA
Gina Schulters, ITE

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the January 12, 2015 meeting. Mr. Starke approved the minutes as written, seconded by Ms. Williams. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

The Board reviewed the additional documentation needed to approve the audits for Dean Pierson, Adam Rones, Charles Eggleston, Archie Blanton and Wayne Mariani. Mr. Rudy advised that a licensee submitted an audit that was deficient at the time that the Board initially reviewed the audit at the January meeting as the licensee did not show proof of his bond. However in the interim prior to the Board meeting in April, the

licensee sent a copy of the bond which was in effect as of the January meeting date but as of this April meeting date the bond has since expired. Mr. Snyder advised that he recommends requesting the licensee submit proof of an updated bond that is currently in effect. The Board discussed their options per the regulations. Mr. Pierson advised that he is willing to reach out to the licensee to request that he submit a current bond to the Board office. Mr. Maloney advised that the Board can reach out to the licensee and request a current bond and approve contingent upon receipt of updated information. The audits were approved and approval letters will be sent to the licensees with the one contingent approval for the licensee that needs to submit the updated bond. There was no further unfinished business before the Board.

NEW BUSINESS

Ratification of Inspector Applications

Mr. Snyder made a motion, seconded by Ms. Harper, to ratify the issued inspector licenses to Jeffrey Whaley and Dale Jones. By unanimous vote, the motion carried.

Complaint Status

Mr. Rudy stated that complaint 37-01-13 has been closed the by Investigator. Mr. Rudy stated that he thought Mr. Starke was the Board contact person for the investigations. Mr. Starke responded that it is his understanding that if a complaint does not need to be reviewed by the Board contact then the investigator will not contact the Board regarding the complaint. Mr. Rudy inquired the determination as to why this complaint was closed. Ms. Williams advised that she can contact the investigator on this complaint to gather additional information on the actual complaint, such as the type of complaint and the cause for closing the complaint. Mr. Maloney advised that the investigators are conservative in providing details in closure of the complaints. Mr. Rudy advised that he would like to see the details of this complaint that are available to the Board to determine if the board needs to possibly change any rules or regulations. Ms. Nicole Williams will reach out to the investigator of this complaint regarding the Board's request.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no further business before the Board for discussion.

PUBLIC COMMENT

Ms. Jennifer Allen discussed with the Board that there is a park closure up north. Mr. Pierson stated that this closure is in regards to the limited funding for the relocations of those homes located within that park. Mr. Rudy advised that there is another set of licenses, bonds and registrations that must be obtain in addition to the licenses/permits obtained at the Division to be able to work in New Castle County. Mr. Rudy stated to Ms. Allen that if there is anything that the Board can do to assist in this matter to notify them.

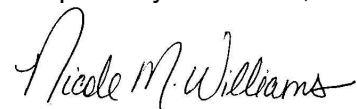
NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, July 13, 2015 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Pierson made a motion, seconded by Ms. Harper, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:45 a.m.

Respectfully submitted,



Nicole M. Williams
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.